

**Hughson High School
Portfolio Project Exit Interview
Class of 2022 Scoring Rubric**

Category	Content	Scoring-Students must earn a minimum score of 70% in order to pass. 4-Well Done 3-Adequate 2-Needs Improvement 0-Not Acceptable Any score of not acceptable fails the entire interview.
List of components that will be required of students during the exit interview	Description of what is expected in each category Interviewers will assign scores for each category based upon fulfillment of requirements and completeness of responses	
Appearance	Acceptable: Appropriately groomed; suit and tie; dress suit (FFA or FHA standards); sleeved and collared shirt with tie; appropriate dress, skirt, blouse, or slacks. Unacceptable: Inappropriately groomed, shirt not tucked in; underwear showing, too short, tight, or casual; t-shirts, flip flops, showing too much skin.	
Interviewing Skills	Good posture; consistent eye contact; organized, thorough, complete, and appropriate responses to questions using complete sentences, good grammar.	
Presentation of Resume	Students can describe career and educational objectives; point out personal strengths. Resume is easily read and contains no grammar or spelling errors. <ul style="list-style-type: none"> • Answers Question: Tell us a little about yourself. • Answers Question: What are your personal goals? 	
Hughson High School Experiences	What courses at Hughson High School have benefitted you the most and why?	
HHS Question	Tell us what stands out the most to you from your years of experience at Hughson High.	
Personal Accomplishments	Tell us about two or three personal accomplishments of which you are proud.	
Portfolio Curriculum	Tell us about your experience with the California Colleges curriculum. How has this program helped you with plans for after high school?	
Hiring Question	If we have a job opening for a high school graduate, why should we hire you?	
Comments Suggestions Commendations		TOTAL SCORE

Student Name _____ Date of Exit Interview _____ Exit Interview Team _____

Hughson High School

Senior Exit Interviews

2022

1. Greet interview panel members as they arrive.
2. Introduce members to each other upon arrival.
3. Escort panel members to the interview site.
4. Distribute identification placards to each panel member.
5. Distribute list of topics from which interview questions will come.
6. Answer any questions.
7. Interviews are scheduled every twenty minutes, anticipating approximately fifteen minutes for the actual asking of questions, and five minutes to gain consensus on scoring.
8. Distribute scoring rubrics and explain process.
 - Each panel determines who will ask what questions throughout the day.
 - Each panel member assigns a score based on each student response for each question asked.
 - After thanking and excusing the student, each panel comes to consensus on a group score for each response and totals the number of points earned overall.
 - Consensus score sheet and individual score sheets will be delivered to receptionist following each interview.
9. Distribute lunch requests and return completed request to receptionist.
10. Provide assistance in commencing initial series of interviews.
11. Join group for lunch, debrief, thank, and ask for suggestions.

Hughson High School Portfolio Program

Post Assessment Assistance

1. Distribute score and appointment sheets to students who have passed.
2. Call in students needing more help.
3. Obtain individual student portfolio.
4. Review scoring rubric and notes from assessment team with student.
5. Record, in colored ink on the student copy, what must be completed in order to pass.
6. Collect materials required for completion with the assistance of each student.
7. Set a return meeting date and time for each student.

....When the revised portfolio passes....

1. Record new score on master score sheet.
2. Make photocopies of the revised score sheet.
3. The original copy is returned to Natalie; the copies are inserted into the portfolio for student use during the interview process.
4. Schedule an exit interview for the student. Record time and date on master interview list.
5. Record portfolio score and interview date and time on letter. Give letter to student for use on the day of the interview.